

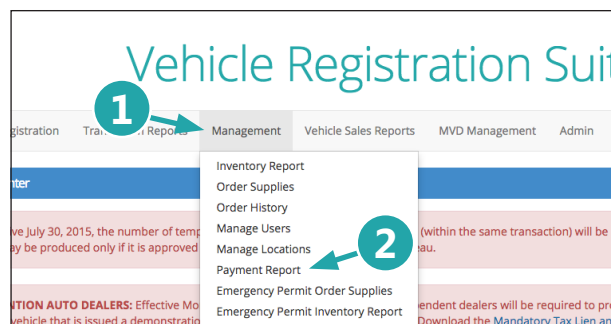
Vehicle Registration Suite

Payment Process

VRS aggregates the fees for VRS transactions throughout the day and processes one, combined, ACH transfer per dealership location per night. This means that you will only have one combined payment for all VRS transactions per day rather than an individual payment for each transaction.

Transactions included in the payment process include:

- Temporary Registration Permits
- Inventory Control Numbers
- Tax Lien and NCIC Checks
- Sales Reports



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Sale Date Range (MM/DD/YYYY):

07/26/2016 To 7/26/2016

Reconciliation

Pull a **Payment Report** for any sale date range, and match up the sum of the transactions with your bank statements. Each day's transactions will share the same TPE Order # and Payment Date. Transactions performed during the current business day will have a status of **Pending*** until they are processed that night. The status will update to **Processed*** once the payment has successfully processed.

The payment process also includes ordering supplies, or Inventory Control Numbers, which can be found under **Order History**. If you ordered supplies on any given day, make sure to include them in your reconciliation process.

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Search Export Report

5

Search Export Report

Payment Report

For Temporary Registration Permits, Tax Lien and NCIC Checks, and Sales Reports

TPE Order #	Trans #	VIN	Registration #	Customer Name	Dealer Name	Dealer Location	Sale Date	Payment Date	Payment Type	Payment Status	Amount
17071200	430180	1C4PJLCBXEW247721		Test Testing	Test Account 1	1221 Flagman Way Santa Fe 87505 NM	7/21/2016 1:52 PM	7/21/2016 1:52 PM	ACH	Processed	\$1.00 *
17071200	1753655	1FTEW1E88FFC16662	16X000038	Test Testing	Fax Test Account 1	1221 Flagman Way Santa Fe 87505 NM	7/21/2016 12:00 AM	7/21/2016 1:52 PM	ACH	Processed	\$16.00
17071200	1753669	1C4PJLCBXEW247721	16T000052	Test Testing	Test Account 1	1221 Flagman Way Santa Fe 87505 NM	7/21/2016 12:00 AM	7/21/2016 1:52 PM	ACH	Processed	\$5.00
17071150	430166	WBAVL1C58EVY14561		Test Testing	Test Account 6	1221 Flagman Way Suite B4 Santa Fe 87505 NM	7/21/2016 1:52 PM	7/21/2016 1:52 PM	ACH	Processed	\$3.00

- 1 Click Management
- 2 Click Payment Report
- 3 Select a Date Range
- 4 Click Search
- 5 Click Export
- 6 Each day's transactions will share the same TPE Order # and Payment Date

TPE Order #	Payment Date
17071200	7/21/2016 1:52 PM
17071200	7/21/2016 1:52 PM
17071200	7/21/2016 1:52 PM

Payment Status	Payment Status
Pending *	Processed *

Note: Transactions made after 10:00PM MST will be processed separately the following business day.

Order History

For Inventory Control Numbers

- 1 Click Management
- 2 Click Order History
- 3 View Transaction

